



ASSOCIATE MANAGEMENT AUDITOR
OPEN SPOT FOR
SACRAMENTO
FINAL FILING DATE: APRIL 30, 2009

OFFERING EQUAL EMPLOYMENT OPPORTUNITIES TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

OPEN, SPOT FOR	HEADQUARTERS – SACRAMENTO Candidates may only establish eligibility in <u>this</u> location. Applications will be accepted on an open basis only.					
HOW TO APPLY	<p>Applications (STD 678) must be RECEIVED OR POSTMARKED no later than the final filing date. FAXED OR E-MAILED APPLICATIONS WILL NOT BE ACCEPTED. Applications postmarked AFTER THE FINAL FILING DATE, personally delivered or received via interoffice mail AFTER 5:00 P.M. ON THE FINAL FILING DATE WILL NOT BE ACCEPTED FOR ANY REASON. THE EXAMINATION TITLE <u>MUST</u> BE INDICATED ON THE APPLICATION.</p> <table><tr><td>FILE BY MAIL:</td><td>Department of Transportation Exam Services (MS 86) P.O. Box 168036 Sacramento, CA 95816-8036</td><td>FILE IN PERSON:</td><td>Department of Transportation 1727 30th Street, 1st Floor Sacramento, CA 95816 (916) 227-7860</td></tr></table> <p>SUBMIT APPLICATIONS ONLY TO THE ADDRESSES INDICATED ABOVE. DO NOT SEND APPLICATIONS TO THE STATE PERSONNEL BOARD OR DEPARTMENT OF TRANSPORTATION DISTRICT OFFICES. Applications may be obtained at the State Personnel Board in Sacramento, any Employment Development Department office, Department of Transportation district office, or at www.dot.ca.gov/hq/jobs on the Internet at http://spb.ca.gov/jobs/stateapp.htm.</p>		FILE BY MAIL:	Department of Transportation Exam Services (MS 86) P.O. Box 168036 Sacramento, CA 95816-8036	FILE IN PERSON:	Department of Transportation 1727 30 th Street, 1 st Floor Sacramento, CA 95816 (916) 227-7860
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REASONABLE ACCOMMODATION	If you have a disability and wish to participate in one of our testing services, programs, or activities and require a specific accommodation, please mark the appropriate box for Question #2 on the Examination and/or Employment Application form. You will be contacted to make specific arrangements. TDD users may contact the California Relay Service TDD line at 1-800-735-2929, Voice line at 1-800-735-2922.					
SALARY RANGE	\$4619 - \$5897					
QUALIFICATIONS APPRAISAL INTERVIEW	It is anticipated that qualifications appraisal interviews will be held during June/July 2009.					
REQUIRED IDENTIFICATION	Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.					
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	<p>NOTE: All applicants must meet the education and/or experience requirements for this examination by the final filing date. Your signature on your application indicates that you read, understand, and possess the minimum qualifications required.</p> <p>NOTE: All applications/resumes must include: “to” and “from” dates (month/day/year), time base, civil service or private sector titles, and the duties performed. Applications/resumes received without this information will be rejected.</p> <p>Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as “Either” I, “or” II “or” III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirements.</p>					
MINIMUM QUALIFICATIONS	<p style="text-align: center;"><u>Either I</u></p> <p>One year of experience in the California state service performing professional auditing or accounting duties of a class with a level of responsibility not less than that of Staff Services Management Auditor (Range C) or Governmental Auditor II.</p> <p>(Applicants who have completed six months of service performing the duties as specified above will be admitted to the examination, but must have satisfactorily completed the one year of this experience before they can be eligible for appointment.)</p> <p style="text-align: center;"><u>Or II</u></p> <p>Three years of increasingly responsible professional auditing and accounting experience or management consultant experience which shall have involved preparation of reports and presentations of recommendations to management. For at least one year, these responsibilities must have included duties at a level equivalent to that of Staff Services Management Auditor (Range C) in State service. One year of graduate work in accounting, business administration, public administration, or a related field may be substituted for the six months' experience. and</p> <p>Education Requirements: The following describes the education which is acceptable for one or more of the classes in this series. Equivalent to graduation from college preferably with a major in accounting, business administration, public administration, or economics and with a minimum of six semester units of accounting. Registration as a senior in a recognized institution will admit applicants to examinations for Staff Services Management Auditor but they must produce evidence of graduation or</p>					

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

It is an objective of the State of California to achieve a drug-free state work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

MINIMUM QUALIFICATIONS Continued	its equivalent before they can be considered eligible for appointment.
SPECIAL PERSONAL CHARACTERISTICS	Ability to qualify for a fidelity bond and willingness to travel and work away from the headquarters office.
SCOPE	This series specification describes auditor classes typically used to administer, supervise, or conduct technical audits of the fiscal and management procedures and practices of State agencies and other entities subject to audit by the Department of Finance or the internal audit staff of a State agency.
POSITION DESCRIPTION	This is the first full journeyperson level requiring independence and proficiency in handling complex and difficult assignments. Typically an Associate is assisted by one or more Staff Services Management Auditors in the performance of complex management audits in a single agency or a small group of related agencies.
EXAMINATION INFORMATION	<div>This examination will consist of a qualifications appraisal interview weighted 100%. In order to obtain a position on the eligible list, a minimum score of 70% must be attained.</div> <div>QUALIFICATIONS APPRAISAL INTERVIEW – WEIGHTED 100%</div> <div>Scope: A. Knowledge of: 1. Elementary statistics. 2. Organization and management in the public and private sector, current trends, and problems in governmental management. 3. Principles of electronic data processing, the uniform accounting system, and the financial organization and procedures of the State of California, policies, rules, and regulations of the Legislature, State Controller, State Treasurer, Department of Finance, and central control agencies as they relate to State agency financial and program management activities. B. Ability to: 1. Conduct financial and management duties of a variety of State agencies, governmental jurisdictions, and other entities. 2. Make investigations of accounting and financial organization procedures and problems. 3. Communicate effectively. 4. Analyze data and take effective action.</div>
ELIGIBLE LIST INFORMATION	An open spot eligible list will be established for the Department of Transportation in Headquarters – Sacramento . The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.
CAREER CREDITS	Career credits are not granted in open examinations.
VETERANS PREFERENCE POINTS	Veterans preference points will be added to the final score of all competitors who are successful in this examination and who qualify for, and have applied for, these points. Due to changes in the law, which were effective January 1, 1996, VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS PREFERENCE POINTS.

GENERAL INFORMATION

It is the candidate’s responsibility to contact the Caltrans Office of Examination Services in Sacramento, three business days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature, it is the candidate’s responsibility **to contact the Caltrans Office of Examination Services in Sacramento at (916) 227-7860**, three weeks after the final filing date if he/she has not received a progress notice.

If a candidate’s notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at the State Personnel Board in Sacramento, any Employment Development Department office, Department of Transportation district office or at www.dot.ca.gov/hq/jobs on the Internet.

If you meet the requirements, you may take this examination. Possession of the entrance requirement does not assure a place on the eligible list. All candidates who pass will be ranked according to their scores.

The Department of Transportation reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all candidates will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

Veterans Preference: California law allows granting of Veterans Preference points in open entrance examinations and open, non-promotional exams. Credit in open entrance examinations is granted as follows: 10 points for veterans, widows and widowers of veterans, and spouses of 100%-disabled veterans; and 15 points for disabled veterans. Credit in open, non-promotional examinations is granted as follows: 5 points for veterans; and 10 points for disabled veterans. Directions for applying for veterans preference points are on the veterans preference application (Form 1093) which is available from the State Personnel Board, written test proctors, and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

For individuals with disabilities, this document may be available upon request in alternate formats. To obtain an alternate format, please call or write to the California Department of Transportation, Office of Examinations and Recruitment Services, P.O. Box 168036, MS 86, Sacramento, CA 95816. Voice (916) 227-7858 California Relay Service: Voice 1-800-735-2922 or TTY 1-800-734-2929.